

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **EMPLOYEE BENEFITS ADMINISTRATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the city's employee benefits, wellness, human resources information system (PeopleSoft), and new hire activities and programs within the Human Resources Department; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### **Supervision Received and Exercised:**

Receives general direction from the Deputy Human Resources Manager or from other supervisory or management staff.

Exercises direct supervision over professional technical and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend goals and objectives; establish schedules and methods for maintaining the employee benefits, wellness and deferred compensation programs; assist in the development of policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in employee benefits including health, life, dental and vision insurance, deferred compensation, employee counseling/assistance, dependent care and wellness.
- Evaluate and monitor current benefit programs and the efficiency and effectiveness of service delivery methods and procedures; recommend improvements and modifications; prepare various reports on operations and activities; confer with consultants about a variety of insurance programs and plan designs.

*Effective November 1988*

*Revised November 2001 (range adj due to market)*

*Revised November 2003 (new duties, title, and range)*

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### Employee Benefits Administrator (continued)

- Develop and administer the employee benefits budget; prepare cost estimates for budget recommendations; submit budget justifications for modifications to the employee benefits program; analyze claims and observable trends based on plan experience; monitor and control expenditures.
- Prepare employee benefit policies and procedures, compose amendments to plan document, draft staff summary reports for city council approval and prepare various educational and promotional material for city employees.
- Coordinate annual open enrollment of employees into benefit programs; answer more complex questions regarding policies and procedures related to available benefit programs.
- Prepare proposal specification, review and analyze proposals and prepare recommendations; review all benefit contracts for accuracy, monitor contract to ensure compliance with negotiated terms and conditions.
- Administer the city's deferred compensation program; maintain and update 457 and 401(k) plan documents, review and approve participation applications, distribution requests and financial hardship requests for compliance with plan document. Serves as Staff Assistant to the Deferred Compensation Board.
- Administer all human resources information system (PeopleSoft) back-end modifications; supervise the administration of proper human resources data input and changes to employee data.
- Supervise the administration of all new hire programs including back-ground checks, fingerprinting, drug screening, medical evaluations, and I-9 forms.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to City employees; investigate employee complaints regarding benefit claims; recommend correction action as necessary to resolve complaints.
- Coordinates the city's wellness program and a variety of other programs related to employee benefits and employee health/fitness.
- Represent the City at a variety of professional association meetings.
- Perform related duties as assigned.

*Effective November 1988*

*Revised November 2001 (range adj due to market)*

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### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three years of increasingly responsible professional experience in the administration, analysis and design of employee benefits/insurance programs preferably in a self-insured environment including some supervisory experience.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, business or public administration, psychology or a related field.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 2700**

**Salary Range: 44**

**Compensation Plan: P40 / Regular**

**FLSA: Exempt**